

TOOLS & EXERCISES

These gender assessment tools have been adapted from the excellent surveys developed by the Johns Hopkins University Committee on the Status of Women and from the evaluation tool used by *Working Mother* magazine to select their annual “100 Best Companies for Working Mothers.”

YOUR ORGANIZATION: THE GENDER PROFILE

To download these exercises, go to AWP’s Web site:
www.advancingwomen.org.

A. Data Collection and Analysis

1. Does your organization have an employee database? If so, what information does it include?

2. Is the composition of the professional staff with respect to women reviewed annually? If so, by whom?

3. Is a salary study with respect to women professionals conducted annually in your organization? If so:

- a. Who conducts this study?

- b. How are results reported?

- c. Is there a process for reviewing inequities and taking appropriate action? If so, what is the process?

4. Is an analysis of appointment, promotion, and salary decisions routinely conducted? If so:

a. Who conducts this analysis?

b. How often?

c. How are results reported?

d. Is there a process for reviewing inequities and taking appropriate action? If so, what is the process?

5. Are formal exit interviews conducted with departing staff members? If so:

a. Who conducts the interview?

b. Are interviews designed to elicit information as to whether gender-related issues played a role in the departure?

c. In what ways have exit data been utilized?

d. To the extent that these reviews take place, are they reported to the staff as a whole? If yes, how is this done?

B. Gender Assessment Tool

STAFF

| PROFESSIONAL STAFF | TOTAL | FEMALE | MALE |
|------------------------|-------|--------|------|
| ALL PROFESSIONALS | | | |
| HIGH-RANK POSITIONS* | | | |
| SENIOR MANAGEMENT TEAM | | | |
| OTHER PROFESSIONALS | | | |

*High-rank positions: CEO, Executive Vice-President or comparable title; COO, Associate Executive Vice-President, Assistant Executive Vice-President or similar title; Chief Financial Officer; FRD Director, Endowment Director, Campaign Director; Planning Director

NOTE: These classifications are drawn from UJC Position Research Reports by Professor Steven M. Cohen. While these positions pertain to federations, we offer them as a guide for ranking jobs in your organization.

VOLUNTEERS

| VOLUNTEERS | TOTAL | FEMALE | MALE |
|-----------------------|-------|--------|------|
| BOARD CHAIR | | | |
| BOARD PRESIDENT | | | |
| BOARD OFFICERS | | | |
| BOARD OF DIRECTORS | | | |
| COMMITTEE CHAIRS | | | |
| HIGH-RANK COMMITTEES* | | | |
| OTHER COMMITTEES | | | |

*High-rank committees: Executive Committee, Nominating Committee, Budget/Finance Committee, Strategic Planning Committee